



Universitas Katolik Widya Mandala Surabaya

PERPUSTAKAAN

**PENGELOLAAN
JURNAL ONLINE
UKWMS
MENGUNAKAN OPEN
JOURNAL SYSTEM
(OJS)**



Vincentius Widya Iswara

A301, 27 Juli 2016



Agenda

- Materi 1 : Pengantar Open Journal System
 - Pengantar Jurnal Online
- Materi 2 : Administrasi Jurnal OJS
 - Setup Jurnal
 - Administrasi pengguna jurnal
- Materi 3 : Manajemen Jurnal
 - Membuat issue jurnal baru dan Bagian Jurnal (Journal Section)
 - File Browser dan pelaporan
- Materi 4 : Manajemen Penerbitan
 - Administrasi Editor, Author dan Reiviewer
 - Pengelolaan Back Issue Journal



MATERI 1

Pengantar

Open Journal System



MENGAPA ONLINE?

- Tingkat Keterbacaan
- Tingkat Kebermanfaatan
- Menghindari Plagiat - Kepmendiknas No. 17 Tahun 2010 tentang Pencegahan dan Penanggulangan Plagiat di Perguruan Tinggi
- Surat Edaran Dirjen DIKTI nomor 2050/E/T/2011 tanggal 30 Desember 2011 perihal kebijakan unggah karya ilmiah dan jurnal



LANJUTAN MENGAPA ONLINE?

- Permendiknas No 22 tahun 2011

MEMUTUSKAN:

Menetapkan : PERATURAN MENTERI PENDIDIKAN NASIONAL TENTANG TERBITAN BERKALA ILMIAH.

Pasal 1

Dalam Peraturan Menteri ini yang dimaksud dengan :

1. Terbitan berkala ilmiah adalah bentuk pemberitaan atau komunikasi yang memuat karya ilmiah dan diterbitkan secara berjadwal dalam bentuk tercetak dan/atau elektronik.
2. Akreditasi terbitan berkala ilmiah adalah pengakuan resmi atas penjaminan mutu ilmiah melalui kewajaran penyaringan naskah, kelayakan pengelolaan, dan ketepatan waktu penerbitan terbitan berkala ilmiahnya.
3. Direktur Jenderal adalah Direktur Jenderal Pendidikan Tinggi Kementerian Pendidikan Nasional.
4. Kementerian adalah Kementerian Pendidikan Nasional.
5. Menteri adalah menteri yang menyelenggarakan urusan pemerintahan di bidang pendidikan nasional.



LANJUTAN MENGAPA ONLINE?

- Surat Edaran DIKTI nomor I223/E/T /20L2 tentang Kewajiban Penerbitan Terbitan Berkala Ilmiah secara online (nomor 1)

Sesuai dengan Peraturan Menteri Pendidikan Nasional Nomor 22 Tahun 2011 tentang Terbitan Berkala Ilmiah khususnya Pasal 8 point f disampaikan, bahwa Terbitan Berkala Ilmiah yang akan diakreditasi harus diterbitkan secara tercetak dan secara elektronik melalui jejaring teknologi informasi dan komunikasi. Sehubungan dengan hal tersebut, dengan ini kami sampaikan hal-hal sebagai berikut.

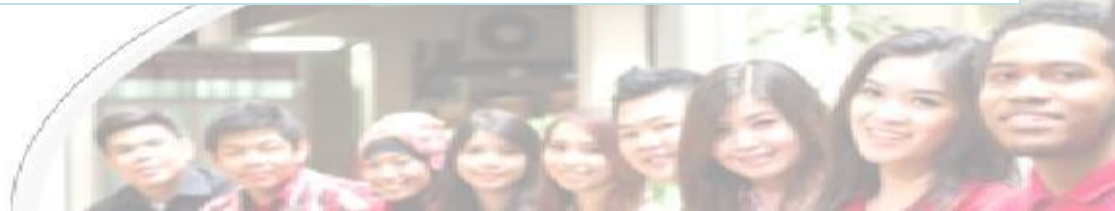
1. Terbitan Berkala Ilmiah yang akan diakreditasi selain diterbitkan secara tercetak diharuskan diterbitkan secara elektronik (*online*).
2. Bagi Pengelola Terbitan Berkala Ilmiah yang sedang mengajukan proses penilaian akreditasi tahun 2012, agar segera menerbitkan juga secara elektronik. Apabila hingga selesai proses penilaian masih belum dapat menerbitkan secara elektronik, kami akan menunda penyampaian hasil penilaian sampai kami memperoleh konfirmasi bahwa Berkala Ilmiah tersebut telah diterbitkan secara elektronik dan dapat kami telusuri.



LANJUTAN MENGAPA ONLINE?

- Surat Edaran Dikti No 1864/E4/2015 tanggal 15 Oktober 2015 perihal PAK Dosen, pada no 2 Karya ilmiah jurnal harus dapat ditelusur secara online.

Dalam rangka meningkatkan pelayanan penilaian angka kredit dosen untuk kenaikan jabatan fungsional/pangkat dosen secara terintegrasi dengan kebijakan pangkalan data pendidikan tinggi (PDDIKTI), Kementerian Riset, Teknologi dan Pendidikan Tinggi telah melakukan peningkatan upaya layanan dalam penilaian terhadap usulan penetapan angka kredit untuk kenaikan jabatan fungsional/pangkat dosen ke jenjang Lektor Kepala dan Guru Besar/Profesor. Dalam pelaksanaannya, sejak bulan Juli tahun 2011 penilaian angka kredit dosen telah dilakukan oleh Tim PAK Pusat secara semi online yaitu proses penilaian angka kredit dilakukan melalui berkas usulan secara offline (dokumen fisik), proses pengadministrasian berkas/dokumen dilakukan secara online melalui laman: pak.dikti.go.id dan karya ilmiah di jurnal harus bisa ditelusuri secara online dan dinilai oleh Tim PAK Pusat dengan mempergunakan format yang disediakan melalui laman pak.dikti.go.id. Mulai bulan Juni Tahun 2015 Direktorat Jenderal Sumber Daya Ilmu Pengetahuan, Teknologi, dan Pendidikan Tinggi, Kementerian Riset, Teknologi dan Pendidikan Tinggi akan melaksanakan penilaian dan pengadministrasian secara *paper less/online*. Berkenaan dengan hal tersebut, dengan ini kami sampaikan mekanisme pengusulan penilaian penetapan angka kredit kenaikan jabatan fungsional/pangkat dosen jenjang Lektor Kepala dan Guru Besar/Profesor pada Perguruan Tinggi:



LANJUTAN MENGAPA ONLINE?

- Surat Edaran Dikti No 193/SE/2015 tanggal 10 Desember 2015

Nomor : 193/E/SE/XII/2015

10 Desember 2015

Lampiran : -

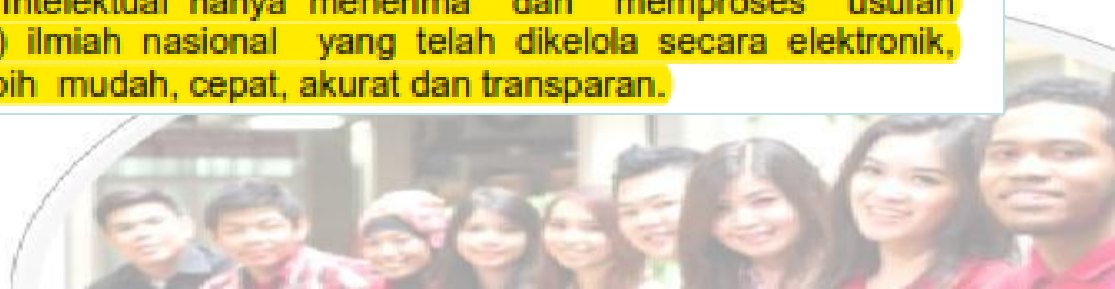
Hal : **Surat Edaran Akreditasi Jurnal Ilmiah
Secara Elektronik**

Kepada Yth:

1. Rektor Universitas/Institut
2. Direktur Politeknik/Akademi
3. Ketua Sekolah Tinggi
4. Koordinator Kopertis Wilayah I s/d XIV
5. Kepala Litbang Kementerian/LPNK
6. Ketua Pengelola Jurnal

Sehubungan dengan Peraturan Menteri Pendidikan dan Kebudayaan Nomor 49 Tahun 2014 tentang Standard Nasional Pendidikan Tinggi dan Peraturan Direktur Jenderal Pendidikan Tinggi Nomor 1 Tahun 2014, dengan ini kami sampaikan hal-hal berikut:

1. Mulai tanggal 01 April 2016, Direktorat Jenderal Penguatan Riset dan Pengembangan Direktorat Pengelolaan Kekayaan Intelektual hanya menerima dan memproses usulan akreditasi jurnal (terbitan berkala) ilmiah nasional yang telah dikelola secara elektronik, sehingga proses penilaian akan lebih mudah, cepat, akurat dan transparan.

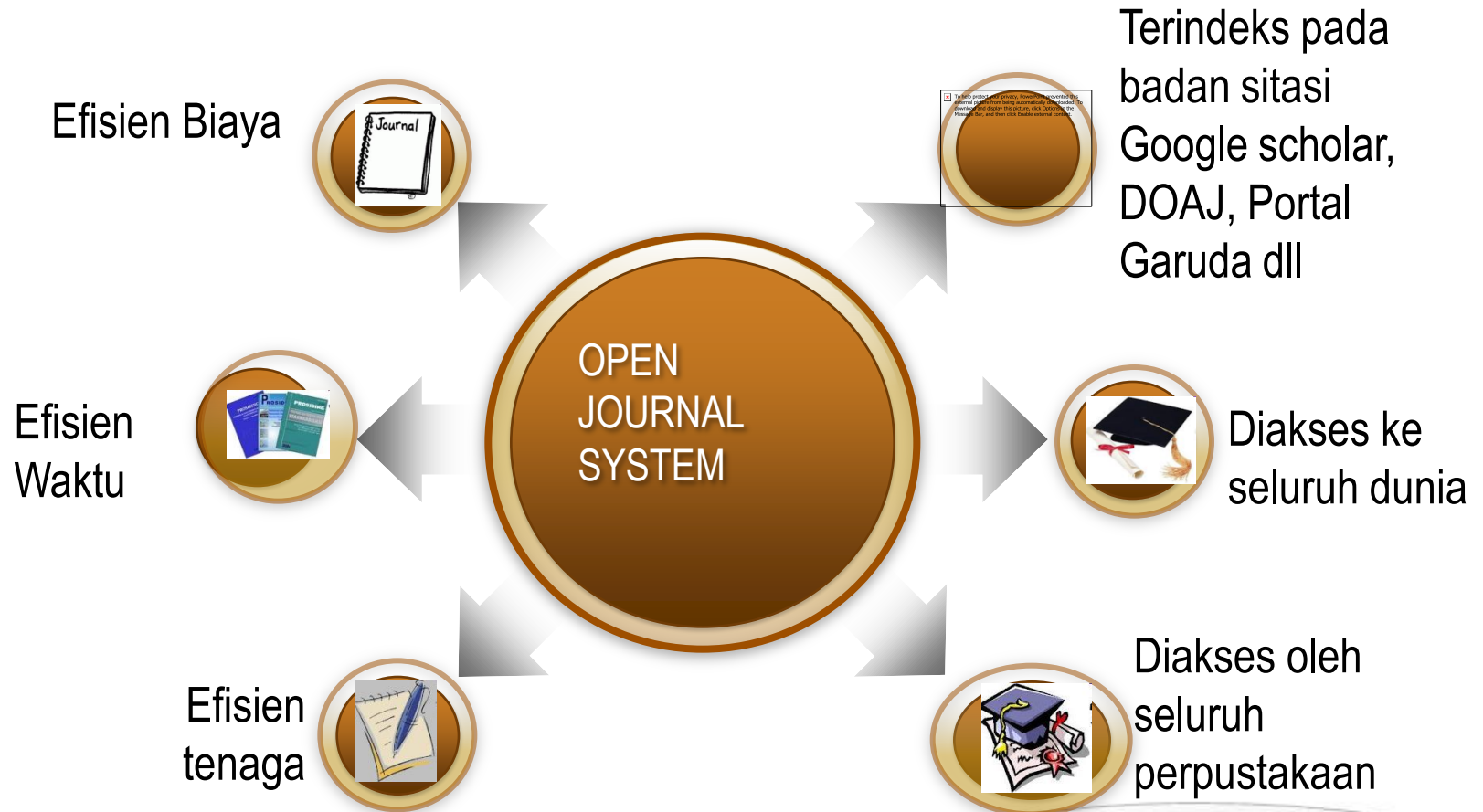


Open Journal System

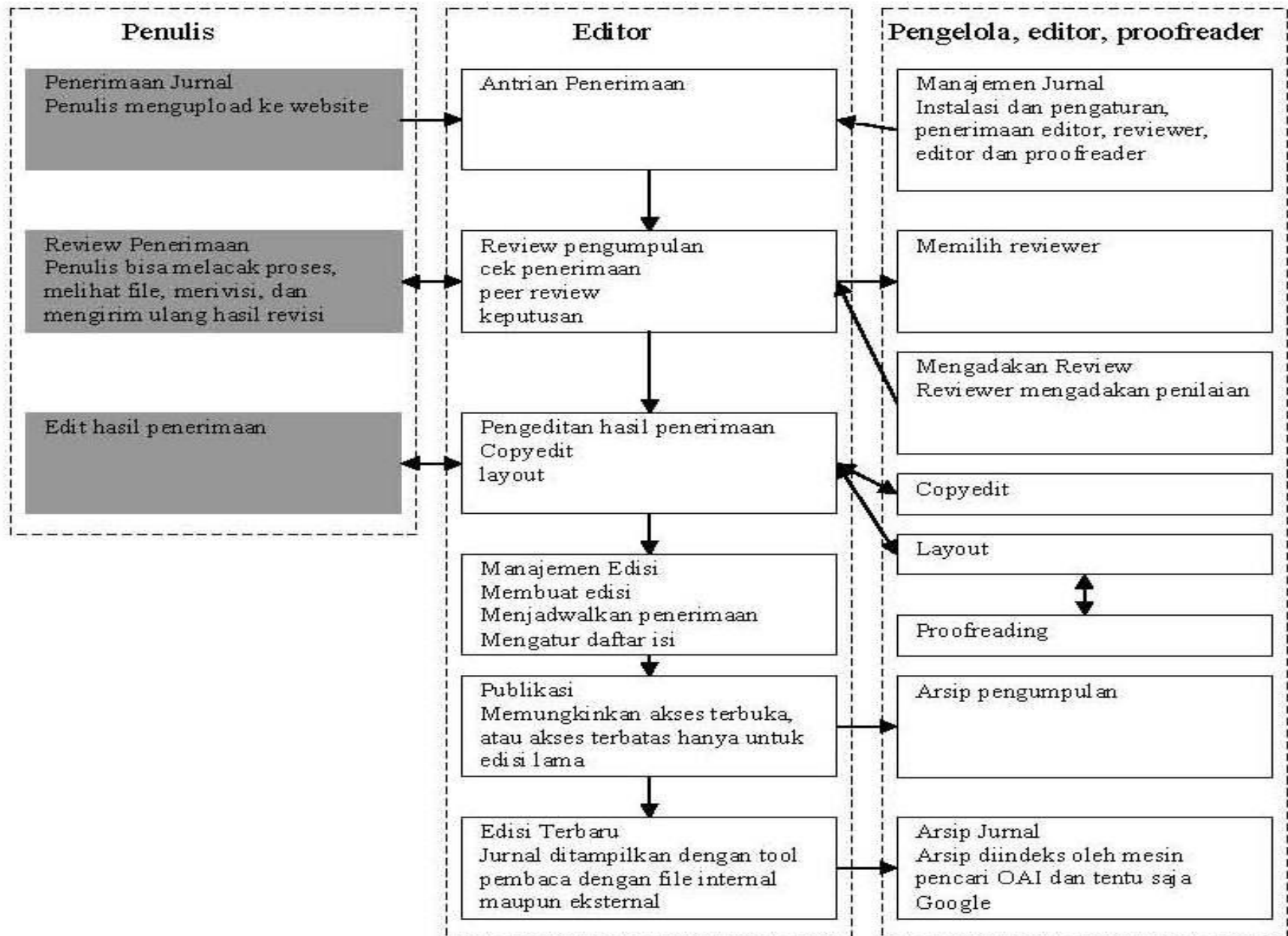
- Open Journal System (OJS), merupakan *software open source* pengelolaan jurnal secara elektronik
- Mengurangi beban kerja pengelola jurnal, karena semua proses pengelolaan dilakukan melalui software ini / *paperless*.
- Biaya pengelolaan dan penerbitan yang rendah
- Kepastian pada penulis akan naskah yang telah dikirim
- Transparansi seluruh proses editorial



MENGAPA HARUS OJS?



ALUR KERJA OJS



Tampilan Jurnal OJS UKWMS



Jurnal

Universitas Katolik Widya Mandala Surabaya

5 Perguruan
Tinggi
Unggulan
Kuperior Wilayah VII
Jawa Timur

WM
a life-improving university

HOME ABOUT USER HOME SEARCH

OPEN JOURNAL SYSTEMS

Journal Help

USER
You are logged in as...
admin

- My Journals
- My Profile
- Log Out

Home > Journal Widya Mandala Catholic University Surabaya

Jurnal Widya Mandala Catholic University Surabaya

Jurnal-Jurnal yang diterbitkan Universitas Katolik Widya Mandala Surabaya



Jurnal Mahasiswa

Jurnal Mahasiswa Psikologi
Program Studi Psikologi Un
SuratEdaran DIKTI tentan


[VIEW JOURNAL](#) | [CURRENT IS](#)



BEYOND WORD

Beyond Word is published
language education. There
reviews.

[VIEW JOURNAL](#) | [CURRENT IS](#)



JURNAL FARMASI SAINS DAN TERAPAN

JOURNAL OF PHARMACY SCIENCE AND PRACTICE

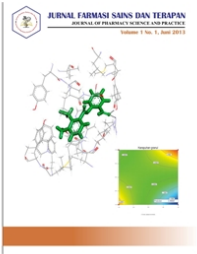
ISSN 2338-8404

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES


Home > Vol 2, No 2 (2015)

Jurnal Farmasi Sains dan Terapan

Jurnal Farmasi Sains dan Terapan (Journal of Pharmacy Science and Practice) is published twice a year, containing research articles, review, and short communication in pharmacy science field, including medicinal chemistry, analytical chemistry, biological pharmacy, pharmaceutical sciences and clinical pharmacy research and practice of pharmacy in industry, clinic, and community practice, such as pharmacies, distributors, and pharmacy education



Vol 2, No 2 (2015)

FONT SIZE


JOURNAL CONTENT
Search

All
Search

Browse

- By Issue
- By Author
- By Title
- Other Journals

USER
You are logged in as...
admin

- My Journals
- My Profile
- Log Out



Indonesian Publication Index

- Sebelumnya bernama Portal Garuda yang terbentuknya diinisiasi oleh Institute of Advanced Engineering and Science (IAES) Indonesian Section.
- Beralamat di <http://portalgaruda.org>
- Memiliki alamat OAI-PMH sebagai salah satu syarat untuk pertukaran data

The screenshot displays the homepage of the Indonesian Publication Index (IPI). At the top, a green navigation bar contains links for 'Home', 'Search', and 'Journal/Book'. Below this, the IPI logo is visible on the left, and a search bar with a 'Search Document' button is on the right. The main content area features a large banner with the text 'Indonesian Publication Index' and a description of the index's purpose. To the right of the banner, a box states '2700 journals' and '250,000 articles'. Below the banner, a section titled 'Browse Publication by Subject' lists various academic fields in three columns. In the bottom left corner, the logo of Widyadarmas (WM) is shown with the tagline 'a life-improving university'. The bottom right corner features a photograph of a group of smiling students.

Home Search Journal/Book

IPI

Title Search Document

Indonesian Publication Index

The Indonesian Publication Index (IPI) is designed for browsing, indexing, abstracting, monitoring and improving the standard of scholarly publications in Indonesia. Currently, there are over 2500 Indonesian journals for inclusion in the IPI database. The contents are very important to be made visible globally, so that Indonesian academics and researchers can be identified his/her expertise, areas of possible collaboration, stimulate use and citations. The establishment of Indonesian Publication Index (formerly Portal Garuda Indonesian Publication Index) initiated by Institute of Advanced Engineering and Science Indonesia Section (IAES) Indonesia Section.

2700 journals
250,000 articles

Browse Publication by Subject

Aerospace Engineering	Education	Neuroscience
Agriculture, Biological Sciences & Forestry	Electrical & Electronics Engineering	Nursing
Arts and Humanities	Energy	Physics
Astronomy	Engineering	Public Health

WM
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INDONESIA ONE SEARCH

<http://onesearch.id/>

- Mendaftar ke Indonesia One Search
- Memiliki alamat OAI-PMH sebagai salah satu syarat untuk pertukaran data

The screenshot shows the homepage of the Indonesia One Search portal. The header features the logo 'Indonesia ONE Search' and navigation links for '0 items', 'Masuk', and 'Bahasa'. Below the header, there are tabs for 'Books & More' and 'Electronic Articles'. A search bar is present with a dropdown menu set to 'Semua Field' and a red 'Q Telusuri' button. To the right of the search bar is a 'Lanjut' link. The main content area is titled 'Browse by Institutions' and displays a grid of 12 institutional holdings with their respective counts and names.

Browse by Institutions					
1,286,979 Citeseer	778,173 Perpustakaan Nasional RI	398,800 PubMed Central	92,270 Universitas Gadjah Mada	69,136 UIN Sunan Ampel Surabaya	68,666 BPAD Propinsi Jawa Timur
41,399 InTech	26,848 Perpustakaan Kementerian Dikbud	22,914 Universitas Surabaya	22,865 Perpusda Kabupaten Probolinggo	21,260 Bapusip Propinsi Sumatera Barat	15,391 Universitas Muhammadiyah Malang

INDEKSASI PADA GOOGLE SCHOLAR

- Indexing paper/scholar yang terhosting di Internet (kebanyakan journal/conference paper & books)
- Memudahkan pengguna untuk menelusuri artikel jurnal
- Terdapat data jumlah sitasi yang dilakukan oleh paper lain





site:journal.wima.ac.id



Scholar

About 278 results (0.03 sec)

My Citations

Articles

My library

Any time

Since 2015

Since 2014

Since 2011

Custom range...

Sort by relevance

Sort by date

☒ include patents☒ include citations☒ Create alert

EKSTRAKSI DAN KARAKTERISASI PIGMEN DARI KULIT BUAH RAMBUTAN (*Nephelium lappaceum*) ar. BINJAI

wima.ac.id [PDF]

T Susant - Jurnal Teknologi Pangan dan Gizi, 2001 - journal.wima.ac.id

Abstract Rambutan fruits (*Nephelium lappaceum*) is one of tropical fruit having red coloured rinds, which may be due to anthocyanins content. This research was focused on finding optimal concentration of ethanol as solvent in the extraction of colouring matters and ...

Cited by 17 Related articles All 2 versions Cite Save

Pengujian Determinan Konservatisme Akuntansi

wima.ac.id [PDF]

L Lasdi - Jurnal Akuntansi Kontemporer, 2009 - journal.wima.ac.id

Abstract This paper examines the determinants of accounting conservatism. Accounting conservatism is defined as managerial accounting choices of accounting methods and estimates within Generally Accepted Accounting Principles (GAAP) that result

Cited by 8 Related articles All 2 versions Cite Save

Pengaruh Tingkat Kesulitan Keuangan dan Tingkat Hutang Terhadap Konservatisme Akuntansi Pada Perusahaan Manufaktur Di BEI

wima.ac.id [PDF]

N Pramudita - Jurnal Ilmiah Mahasiswa Akuntansi, 2012 - journal.wima.ac.id

Abstract Conservatism is a principle which affects valuation in accounting, because it is conservative to this day still has an important role in accounting practices. Principles such as conservatism into consideration in accounting for financial statements for the company's ...

Cited by 5 Related articles All 2 versions Cite Save

Faktor-Faktor yang Berpengaruh Terhadap Pemberian Opini Audit Going Concern Pada Perusahaan Manufaktur

wima.ac.id [PDF]

INDEKSASI PADA DOAJ

<http://doaj.org>

DOAJ DIRECTORY OF
OPEN ACCESS
JOURNALS

SUPPORT
DOAJ

[Home](#) [Search](#) [Suggest](#) [About](#) [For Publishers](#)

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Membership & Donations

Membership is for those who want to support the DOAJ with an *annual fixed contribution*. This option has several benefits:

- Acknowledgement and a link to your site on our [DOAJ Membership Page](#)
- The right to use DOAJ membership status and logo for marketing activities
- Receive the quarterly Members' Newsletter.

[\[BECOME A MEMBER or SUPPORTER\]](#)

Become a Publisher Member

For those of you who publish or own an Open Access journal, you can become a Publisher Member. Your name will be listed on our [Publisher Members](#) page and you will receive our quarterly Members' Newsletter.

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9,744 Journals
5,615 searchable at Article level
133 Countries
1,584,995 Articles

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KETENTUAN INDEKSASI PADA DOAJ

<http://doaj.org/suggest>

- Menyediakan akses terbuka (open access) mulai dari abstrak sampai teks penuh (fulltext)
- Kebijakan open access journal, tim editorial, contact person dll harus secara eksplisit dapat diakses
- Harus memiliki ISSN atau eISSN
- Akan terindeks setelah dilakukan review pihak DOAJ 3 bulan setelah mendaftar



MATERI 2

Administrasi Jurnal OJS



JOURNAL MANAGER

- Seting jurnal sesuai kebutuhan dengan masuk ke menu Journal Management → Setup

User Home

PARADIGMA

Journal Manager

[Setup]

<u>Editor</u>	0 Unassigned	0 In Review	0 In Editing	<u>[Create Issue]</u>	<u>[Notify Users]</u>
<u>Author</u>		0 Active	0 Archive		<u>[New Submission]</u>



JOURNAL MANAGER

- Terdapat 5 langkah konfigurasi
- Selesaikan semua langkah konfigurasi

Journal Setup

Five Steps to a Journal Web Site

1. Details

Name of journal, ISSN, contacts, sponsors, and search engines.

2. Policies

Focus, peer review, sections, privacy, security, and additional about items.

3. Submissions

Author guidelines, copyright, and indexing (including registration).

4. Management

Access and security, scheduling, announcements, copyediting, layout, and proofreading.

5. The Look

Homepage header, content, journal header, footer, navigation bar, and style sheet.

JOURNAL MANAGER

- Langkah 1 Details
- Nama Jurnal, ISSN, Redaksi, Penerbit

Jurnal Mahasiswa Psikologi

HOME	ABOUT	USER HOME	SEARCH	CURRENT	ARCHIVES
------	-------	-----------	--------	---------	----------

Home > User > Journal Management > Journal Setup

Step 1. Getting Down the Details

1. DETAILS 2. POLICIES 3. SUBMISSIONS 4. MANAGEMENT 5. THE LOOK

1.1 General Information

Journal title*	Jurnal Mahasiswa Psikologi
Journal initials*	
Journal Abbreviation	
Print ISSN	
Online ISSN	
	<p>The ISSN (International Standard Serial Number) is an eight-digit number which identifies periodical publications as such, including electronic serials. It is managed by a world wide network of National Centres coordinated by an International Centre based in Paris, backed by Unesco and the French Government. A number can be obtained from the ISSN web site. This can be done at any point in operating the journal.</p>
DOI Prefix	
	<p>The DOI (Digital Object Identifier) Prefix is assigned by CrossRef and is in the format 10.xxxx (e.g. 10.1234).</p>
DOI Suffix	<p><input type="radio"/> Use the pattern entered below to generate DOI suffixes. Use %j for journal initials, %v for the volume number, %i for the issue number, %a for the OJS article ID, and %p for the page number.</p> <p></p> <p>For example, vol%viss%i pp%p could create a DOI such as 10.1234/vol3iss2pp230</p> <p><input checked="" type="radio"/> Use default pattern (%j.v%vi%i.%a).</p> <p><input type="radio"/> Use the "Custom Identifier" for published items as the DOI suffix (must be enabled in Step 4).</p> <p>A DOI suffix can take any form, but must be unique for each published item.</p>

INFORMATION

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

JOURNAL CONTENT

Search

All

Search

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

USER

You are logged in as...
admin

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)

JOURNAL MANAGER

- Langkah 2 Policies
- Cakupan Jurnal dan aturan proses review

Jurnal Mahasiswa Psikologi

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#)

[Home](#) > [User](#) > [Journal Management](#) > [Journal Setup](#)

Step 2. Journal Policies

[1. DETAILS](#) [2. POLICIES](#) [3. SUBMISSIONS](#) [4. MANAGEMENT](#) [5. THE LOOK](#)

2.1 Focus and Scope of Journal

Enter a statement below, which will appear in About the Journal, that speaks to authors, readers, and librarians about the range of articles and other items which the journal will publish.

2.2 Peer Review

Outline the journal's peer review policy and processes for readers and authors, including the number of reviewers typically used in reviewing a submission, the criteria by which reviewers are asked to judge submissions, typical time taken to conduct the reviews, and the principles for recruiting reviewers. This will appear in About the Journal.

Review Policy

INFORMATION

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

JOURNAL CONTENT

Search

All

Browse

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- [By Author](#)
- [By Title](#)
- [Other Journals](#)

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JOURNAL MANAGER

- Langkah 3 Submissions
- Panduan penulisan

Jurnal Mahasiswa Psikologi

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#)

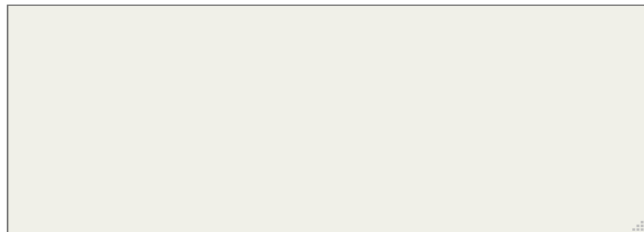
[Home](#) > [User](#) > [Journal Management](#) > **Journal Setup**

Step 3. Guiding Submissions

[1. DETAILS](#) [2. POLICIES](#) [3. SUBMISSIONS](#) [4. MANAGEMENT](#) [5. THE LOOK](#)

3.1 Author Guidelines

Set out for authors the bibliographic and formatting standards used for items submitted to the journal (e.g., *Publication Manual of the American Psychological Association*, 5th edition, 2001). It is often helpful to provide examples of the common citation formats for journals and books to be used in submissions. Also identify the types of appropriate Supplementary Files (e.g., data-sets, research instruments, etc.) which authors should be encouraged to upload, in addition to their submission, to enhance readers' engagement with their work.



Submission Preparation Checklist

On making a submission to the journal, authors are first asked to check each item on the Submission Preparation Checklist as completed, before proceeding. The checklist also appears in the Author Guidelines, under About the Journal. The list can be edited below, but all items on the list will require a checkmark before authors can proceed with their submission.

Order

1	The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).	Delete
2	The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.	Delete

INFORMATION

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

JOURNAL CONTENT

Search

All

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

USER

You are logged in as...

admin

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)

JOURNAL MANAGER

- Langkah 4 Management
- Akses jurnal, jadwal terbitan, identifikasi isi jurnal, pengumuman

Jurnal Mahasiswa Psikologi

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#)

Home > User > Journal Management > **Journal Setup**

Step 4. Managing the Journal

1. DETAILS 2. POLICIES 3. SUBMISSIONS 4. **MANAGEMENT** 5. THE LOOK

4.1 Access and Security Settings

Access to Journal Content

☒ The journal will provide open access to its contents.

Open Access Policy

If the journal will provide readers with immediate free access to all published content, enter an Open Access Policy which will appear in About the Journal under Policies.

This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

☐ The journal will require subscriptions to access some or all of its contents.

This requires the assignment of a Subscription Manager who has access to the subscription module, which includes additional open access, self-archiving, and email notification options.

☐ Always show galley links and indicate restricted access.

☐ OJS will not be used to publish the journal's contents online.

OJS provides a number of security-related options that can be used to restrict the journal's contents, and maintain additional information about submissions for auditing purposes.

INFORMATION

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

JOURNAL CONTENT

Search

All

▼

Search

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

USER

You are logged in as...

admin

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)

JOURNAL MANAGER

- Langkah 5 The Look
- Tampilan halaman jurnal

Jurnal Mahasiswa Psikologi

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#)

Home > User > Journal Management > **Journal Setup**

Step 5. Customizing the Look

1. DETAILS 2. POLICIES 3. SUBMISSIONS 4. MANAGEMENT 5. THE LOOK

5.1 Journal Homepage Header

A graphic version of the journal's title and logo (as a .gif, .jpg, or .png file) can be uploaded for the homepage, which will replace the text version that otherwise appears.

Journal title

☐ Title text

☒ Title image

No file selected.

File name: transparant.png 2016-02-05 10:30 PM



Alternate text

Please provide alternate text for this image to ensure accessibility for users with text-only browsers or assistive devices.

Journal Logo

Logo image

No file selected.

5.2 Journal Homepage Content

By default, the homepage consists of navigation links. Additional homepage content can be appended by using one or all of the following options, which will appear in the order shown. Note that the current issue is always accessible through the Current link in the navigation bar.

Journal Description

Add a brief 20-25 word description in text/HTML which will appear just below the navigation links

INFORMATION

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

JOURNAL CONTENT

Search

All

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

USER

You are logged in as...
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JOURNAL MANAGER

- Siapkan bagian-bagian pada jurnal mis : review, artikel, dsb. Masuk ke menu Journal Management ➔ Journal Section

Journal Management

Management Pages

- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [Payments](#)
- [System Plugins](#)
- [Import/Export Data](#)



Journal Sections

SECTION TITLE	ABBREVIATION
Articles	ART
1 - 1 of 1 Items	
CREATE SECTION	



JOURNAL MANAGER

- Membuat/menambah pengguna (Editor, Pengarang atau Reviewer). Journal Management → Create New User

Users

- [Users Enrolled in this Journal](#)
- [Enroll a User from this Site in this Journal](#)
- [Show users with no role](#)
- [Create New User](#)
- [Merge Users](#)



Create New User

Salutation	<input type="text"/>
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Gender	<input type="text"/> <input type="button" value="v"/>
Initials	<input type="text"/> Joan Alice Smith = JAS
Enroll user as	<div><div>With no role</div><div>Journal Manager</div><div>Editor</div><div>Section Editor</div><div>Reviewer</div><div>Author</div><div>Reader</div><div>Subscription Manager</div></div>
Username *	<input type="text"/> <input type="button" value="Suggest"/>
Password *	<input type="password"/>
Repeat password *	<input type="password"/>

Users can be assigned to, or removed from

The username must contain only lowercase

The password must be at least 6 characters

MATERI 3

Manajemen Jurnal



EDITOR

Membuat Volume dan Nomor terbitan

- Login sebagai Editor atau Admin Jurnal
- Klik Create Issue

Jurnal Mahasiswa Psikologi

» [Journal Manager](#) [Setup]

» [Editor](#) 0 Unassigned 0 In Review 0 In Editing [Create Issue] [Notify Users]

» [Author](#) 0 Active [New Submission]

» [Reviewer](#) 0 Active

Create Issue

CREATE ISSUE FUTURE ISSUES BACK ISSUES

Issue: ----- Future Issues ----- v

Ident: ----- Future Issues -----
----- Current Issue -----
----- Back Issues -----

Volume 0

Number 0

Year 0

Issue identification ☒ Volume
☒ Number
☒ Year
☐ Title

Title

Description



EDITOR

Membuat Volume dan Nomor terbitan

- Menambahkan Cover Jurnal sesuai nomor terbitan

Cover

☐ Create a cover for this issue with the following elements.

Cover image No file selected. Use Save to upload file.
(Allowed formats: .gif, .jpg, or .png)

Stylesheet No file selected. Use Save to upload file.

Uploaded: —

Cover caption

Display ☐ Do not display cover image thumbnail in issue listing.
☐ Do not display cover image prior to table of contents.



File Browser



Jurnal Mahasiswa Psikologi

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#)

[Home](#) > [Journal Management](#) > **Files Browser**

Files Browser

Index of /

FILE NAME	TYPE	DATE MODIFIED	SIZE	ACTION
 articles	—	2016-01-04 03:24 PM	—	DELETE
 issues	—	2016-01-04 03:24 PM	—	DELETE

Browse...

No file selected.

Upload File

Create Directory

Note: The Files Browser is an advanced feature that allows the files and directories associated with a journal to be viewed and manipulated directly.

INFORMATION

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

JOURNAL CONTENT

Search

All

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

USER

You are logged in as...

admin

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)



Report

Year [<< 2016 >>](#)

<input type="checkbox"/> Issues published	0
<input type="checkbox"/> Items published	0
<input type="checkbox"/> Total submissions	0
<input type="checkbox"/> Peer reviewed	0
<input type="checkbox"/> Accept	0 (0%)
<input type="checkbox"/> Decline	0 (0%)
<input type="checkbox"/> Resubmit	0 (0%)
<input type="checkbox"/> Days to review	0
<input type="checkbox"/> Days to publication	0
<input type="checkbox"/> Registered users	1 (0 new)
<input type="checkbox"/> Registered readers	0 (0 new)
<input type="checkbox"/> Article View Counts (for Authors only)	

Note: Percentages for peer reviewed submissions may not add up to 100%, as items resubmitted are either accepted, declined, or still in process.

Check items to be made available to readers in About the Journal.

Record



MATERI 4

Manajemen Penerbitan



BEKERJA DENGAN OJS

Secara sederhana level atau user yang digunakan dalam OJS :

- Author
- Editor
- Reviewer



BEKERJA DENGAN OJS

Klik LOGIN dan isikan username serta password sesuai dengan level pengguna

Login

Username

4dminparadigma

Password

●●●●●●●●●●●●●●●●

☐

Remember my username and password

Login

- [Not a user? Register with this site](#)
- [Forgot your password?](#)



LEVEL AUTHOR



AUTHOR

- Author dapat mendaftarkan jurnalnya langsung melalui portal Jurnal Paradigma
- Author dapat mengirimkan naskah artikel melalui portal Jurnal Paradigma (Submission)
- Author dapat mengetahui proses editorial jurnal dari naskah yang dikirimkan



AUTHOR

- Author dapat mendaftarkan jurnalnya langsung melalui portal Jurnal Paradigma. Klik Register → Isikan lengkap terutama yang terdapat tanda * dan register sebagai Author



Profile

Username *
The username must contain only lowercase letters

Password *
The password must be at least 6 characters

Repeat password *

Salutation

First Name *

Middle Name

Last Name *

Initials Joan Alice Smith = JAS

Gender

Working Languages ☐ Bahasa Indonesia ☐ English

Register as ☒ Reader: Notified by email on publication of an issue of the journal. ☒ Author: Able to submit items to the journal.

* Denotes required field



AUTHOR MENGIKIRIM NASKAH

- Login sebagai Author

Jurnal Mahasiswa Psikologi				
» Journal Manager				[Setup]
» Editor	0 Unassigned	0 In Review	0 In Editing	[Create Issue] [Notify Users]
» Author			0 Active	[New Submission]
» Reviewer			0 Active	



AUTHOR MENGIKIRIM NASKAH

- Klik New Submission
- Ada 5 langkah yaitu start, enter metadata, upload submission, upload supplementary files, confirmation



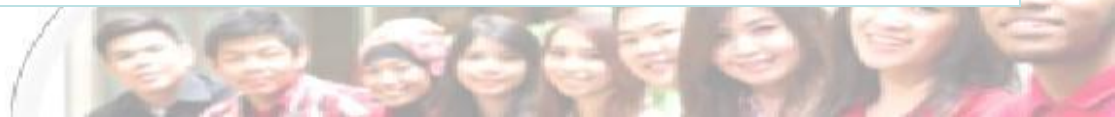
AUTHOR MENGIKIRIM NASKAH LANGKAH PERTAMA

- Centang semua checklist yang ada
- Klik Save and Continue

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- ☒ The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- ☒ The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- ☒ Where available, URLs for the references have been provided.
- ☒ The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- ☒ The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- ☒ If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.



AUTHOR MENGIKIRIM NASKAH LANGKAH KEDUA

- Browse file artikel yang akan diupload
- Klik Save and Continue

Step 2. Uploading the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Dawis](#) for assistance.

Submission File

No submission file uploaded.

Upload submission file

[Browse...](#)

No file selected.

[Upload](#)

[Save and continue](#)

[Cancel](#)

AUTHOR MENGIRIM NASKAH LANGKAH KETIGA

- Isi metadata yang ada, terutama yang bertanda *
- Jika pengarang lebih dari satu, klik Add Author
- Isikan judul artikel dan abstrak
- Klik Save and Continue

Authors

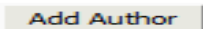
First Name *	Dawis
Middle Name	
Last Name *	Yulianto
Email *	dawis@stia-aan.ac.id
ORCID iD	

ORCID iDs can only be assigned by the [ORCID Registry](#). You can find out more about ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1>)

URL	
Affiliation	Dosen STIA AAN Yogyakarta

(Your institution, e.g. "Simon Fraser University")

Country	Indonesia
Bio Statement (E.g., department and rank)	



WM a life-long

✂ 📄 📁 | **B** *I* U ☰ ☷ | 🔗 ⚙️ 🌐 HTML 📄 🖨️

AUTHOR MENGIKIRIM NASKAH LANGKAH KEEMPAT

- Upload file pendukung jika ada, misal data wawancara dll, jika tidak ada langsung lanjutkan ke langkah kelima
- Klik Save and Continue

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA **4. UPLOAD SUPPLEMENTARY FILES** 5.

This optional step allows Supplementary Files to be added to a submission. The files, which can include (a) supplementary materials, (b) data sets, which comply with the terms of the study's research ethics review, (c) supplementary materials for readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that are relevant to the study.

ID	TITLE	ORIGINAL FILE NAME
----	-------	--------------------

No supplementary files have been added to this submission.

Upload supplementary file

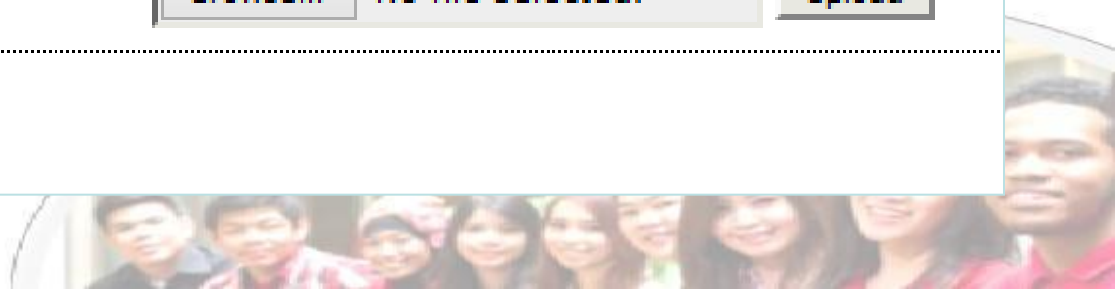
Browse...

No file selected.

Upload

Save and continue

Cancel



AUTHOR MENGIKIRIM NASKAH LANGKAH KELIMA

- Konfirmasi pengiriman naskah
- Klik Finish Submission

Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES **5. CONFIRMATION**

To submit your manuscript to PARADIGMA click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with PARADIGMA.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
1	<u>229-658-1-PB.PDF</u>	Submission File	153KB	02-06

Finish Submission

Cancel



LEVEL EDITOR



EDITOR

- Proses editorial
- Membuat Volume dan Nomor terbitan
- Memilih Reviewer untuk sebuah artikel
- Mengatur publikasi jurnal dan penerbitan



EDITOR

Proses Editorial dan Pengaturan Publikasi

- Login sebagai Editor atau Admin Jurnal
- Ada 4 langkah untuk proses editorial naskah artikel yaitu Summary, Review, Editing dan Publish

PARADIGMA

[Journal Manager](#)

[\[Setup\]](#)

[Editor](#)

[1 Unassigned](#)

[0 In Review](#)

[0 In Editing](#)

[\[Create Issue\]](#)

[\[Notify Users\]](#)

[Author](#)

[0 Active](#)

[0 Archive](#)

[\[New Submission\]](#)

My Account

- [Show My Journals](#)
- [Edit My Profile](#)
- [Change My Password](#)
- [Logout](#)



EDITOR

Proses Editorial dan Pengaturan Publikasi

1. Klik Unassigned
2. Klik Judul artikel yang akan dipublikasi
3. Klik Add Self sebagai Editor
4. Klik Review dan pilih Accept Submission
5. Klik Editing, pilih nomor penerbitan
6. Klik Galey dan pilih file untuk upload fulltext artikel
7. Klik Table of content dan klik Publish Issue



LEVEL REVIEWER



REVIEWER

1. Login sebagai Reviewer
2. Selanjutnya reviewer akan menerima artikel yang akan direview seperti proses dibawah ini

Active Submissions						
<hr/>						
ACTIVE ARCHIVE						
<hr/>						
ID	MM-DD ASSIGNED	SEC	TITLE		DUE	REVIEW ROUND
2	09-06	AR	PENGARUH MASA PENUGASAN KANTOR AKUNTAN PUBLIK,...		10-04	1
<hr/>						
1 - 1 of 1 Items						



REVIEWER

3. Selanjutnya adalah 5 (lima) tahapan mereview

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.


Response [Will do the review](#)  [Unable to do the review](#) 

2. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript [2-2-1-RV.PDF](#) 2015-09-06

Supplementary File(s) None

3. Click on icon to enter (or paste) your review of this submission.

Review 

4. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

No file selected.

5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

REVIEWER

3. Selanjutnya adalah 5 (lima) tahapan mereview

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.


Response [Will do the review](#)  [Unable to do the review](#) 

2. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript [2-2-1-RV.PDF](#) 2015-09-06

Supplementary File(s) None

3. Click on icon to enter (or paste) your review of this submission.

Review 

4. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

No file selected.

5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

▼

Bagaimana dengan Back Issues ?

- Untuk terbitan-terbitan yang sebelumnya (masih tercetak) dapat di terbitkan secara online
- Mengalih mediakan (scan) terbitan-terbitan tercetak
- Jika terdapat softcopy dalam bentuk WORD dapat diconvert menjadi PDF

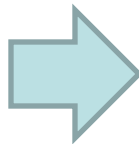


LANGKAH-LANGKAH UPLOAD ARTIKEL BACK ISSUES

- Login sebagai Journal Manager
- Klik Import/Export Data → Quick Submit

Management Pages

- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [Payments](#)
- [System Plugins](#)
- [Import/Export Data](#)



Import/Export Data

- [CrossRef Export/Registration Plugin](#): Export or register article metadata
- [METS XML Export Plugin](#): Export Journals in METS XML
- [Users XML Plugin](#): Import and export users
- [mEDRA Export/Registration Plugin](#): Export issue, article and galley meta mEDRA registration agency.
- [DOAJ Export Plugin](#): Export Journal for DOAJ and supply journal information
- [Public Identifiers XML Plugin](#): Import and export public identifiers
- [Erudit Article Export Plugin](#): Export articles using the English Erudit DTD
- [DuraCloud Import/Export Plugin](#): Archive and restore issues using an external storage
- [QuickSubmit Plugin](#): One-step submission plugin
- [DataCite Export/Registration Plugin](#): Export or register issue, article, galley
- [PubMed XML Export Plugin](#): Export article metadata in PubMed XML format
- [Articles & Issues XML Plugin](#): Import and export articles and issues



LANGKAH-LANGKAH UPLOAD ARTIKEL BACK ISSUES

1. Pilih Nomor terbitan

Submission Destination

Select whether to add new submissions to an existing issue or to leave in the editing queue.

☐ Leave unpublished

☒ Add to an existing issue:

Published

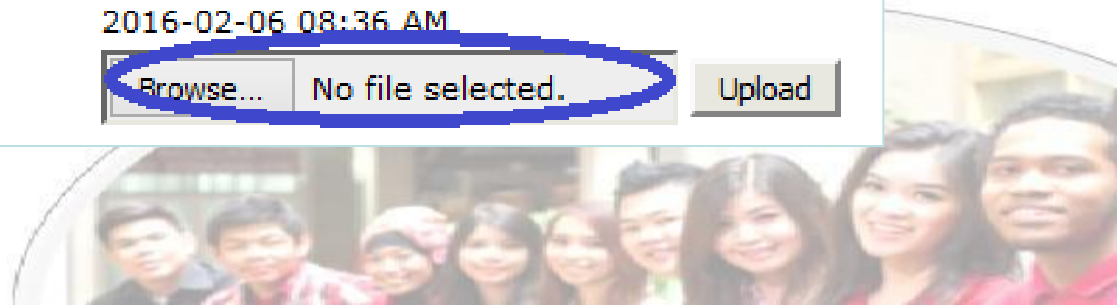
Vol 1, No 1 (2012) ▼

Month ▼ Day ▼ Year ▼

2. Upload file artikel

Submission File

Original file name	238-685-1-PB.pdf
File Size	192KB
Date uploaded	2016-02-06 08:36 AM
Replace submission file	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>



LANGKAH-LANGKAH UPLOAD ARTIKEL BACK ISSUES

3. Isikan data Pengarang, jika lebih dari satu pengarang klik Add Author

Authors

First Name *

Middle Name

Last Name *

Email *

ORCID iD

ORCID iDs can only be assigned by [the ORCID Registry](#). You must express ORCID iDs, and include the full URI (eg. [http://orcid.org/0000-0001-8115-9297](#))

URL

Affiliation

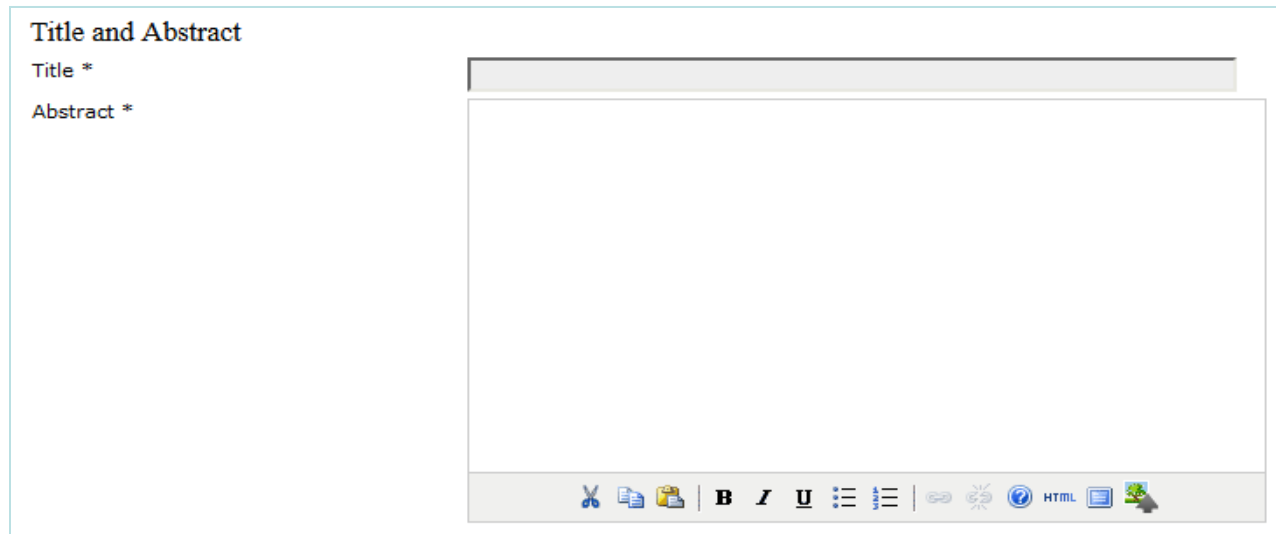
Country

Bio Statement
(E.g., department and rank)

Add Author

LANGKAH-LANGKAH UPLOAD ARTIKEL BACK ISSUES

4. Isikan judul artikel dan abstrak



The screenshot shows a web form titled "Title and Abstract". It contains two text input fields: "Title *" and "Abstract *". The "Abstract *" field is significantly larger than the "Title *" field. Below the input fields is a rich text editor toolbar with icons for cut, copy, paste, bold, italic, underline, bulleted list, numbered list, link, unlink, HTML, and a mouse cursor icon.

5. Klik Save and continue jika selesai, dan jika ingin mengupload kembali klik Save and Create Another

Save and continue

Save and Create Another

Cancel

TERIMA KASIH

